



# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

**Town of Jackson**

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police

**Joint Town/County**

- Parks and Recreation
- Pathways
- Housing Department

**Teton County**

- Planning Division

- Engineer
- Surveyor- *Nelson*
- Assessor
- Clerk and Recorder
- Road and Levee

**State of Wyoming**

- Teton Conservation
- WYDOT
- TC School District #1
- Game and Fish
- DEQ

**Federal Agencies**

- Army Corp of Engineers

**Utility Providers**

- Qwest
- Lower Valley Energy
- Bresnan Communications

**Special Districts**

- START
- Jackson Hole Fire/EMS
- Irrigation Company

Date: March 12, 2021	<b>REQUESTS:</b>
Item #: P21-063	The applicant is submitting a request for a Zoning Compliance Verification for the properties located at 715 E. Hansen Avenue PIDN: 22-41-16-34-1-00-032, legally known as PT NE1/4NE1/4, SEC. 34, TWP. 41,RNG. 116, PARCEL 1 (T-76E).
Planner: Tyler Valentine	For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1305	
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
<b>Owner:</b> Garaman, Inc. PO Box 36 Jackson, WY 83001	
<b>Applicant:</b> Crystal Creek Capital, LLC PO Box 844 Jackson, WY 83001	
<b>Please respond by:</b> <b>March 26, 2021 (Sufficiency)</b> <b>April 2, 2021 (with Comments)</b>	

**REQUESTS:**

The applicant is submitting a request for a Zoning Compliance Verification for the properties located at 715 E. Hansen Avenue PIDN: 22-41-16-34-1-00-032, legally known as PT NE1/4NE1/4, SEC. 34, TWP. 41,RNG. 116, PARCEL 1 (T-76E).

For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.

**Owner:****Applicant:**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:

[tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

*For Office Use Only*

Fees Paid \_\_\_\_\_

Date & Time Received \_\_\_\_\_

Application #s \_\_\_\_\_

*Please note: Applications received after 3 PM will be processed the next business day.*

**PROJECT.**

Name/Description: **Hansen Apartments**

Physical Address: **715 E. Hansen Avenue**

Lot, Subdivision: **PT NE1/4 NE1/4, SEC. 34, TWP. 41, RNG. 116, PARCEL 1 (T-76E)** PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: **Garaman, Inc** Phone: \_\_\_\_\_

Mailing Address: **PO Box 36, Jackson, WY** ZIP: **83001**

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: **Crystal Creek Capital** Phone: **307-733-4733**

Mailing Address: **PO 844, Jackson, WY** ZIP: **83001**

E-mail: **jim@crystalcreekcapital.com**

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input checked="" type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<b>Amendments to the LDRs</b>
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<b>Miscellaneous</b>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: \_\_\_\_\_

Environmental Analysis #: \_\_\_\_\_

Original Permit #: \_\_\_\_\_

Date of Neighborhood Meeting: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).

**Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) under the relevant application type.

**Note:** Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

  
Signature of Property Owner or Authorized Applicant/Agent

  
Name Printed

  
Date

  
Title

## LETTER OF AUTHORIZATION

Garaman, Inc. and Ridge Creek Investment Company, "Owner" whose address is: P.O. Box 36

Jackson, Wyoming 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property

more specifically legally described as: See attached Exhibit A, and more commonly identified as

45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street and Parcel 1 of Map T-76E

Town of Jackson, Wyoming (PIDNs: 22-41-16-34-2-05-007, 22-41-16-34-2-05-008, 22-41-16-34-1-00-032 and 22-41-16-34-2-05-006)

(If too lengthy, attach description)

HEREBY AUTHORIZES Crystal Creek Capital Real Estate Advisors, LLC as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

an application  
for a Zoning  
Compliance  
Verification  
and a  
development  
pre-application  
conference

potential future

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: President Garaman INC. Manager RCIC.

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Wyoming

)

)SS.

COUNTY OF Teton

)

The foregoing instrument was acknowledged before me by James Bryan this 24<sup>th</sup> day of February, 2021.

WITNESS my hand and official seal.

Gail A. Wells  
(Notary Public)

My commission expires: May 29, 2023

(Seal)

GAIL A WELLS  
NOTARY PUBLIC - WYOMING  
Teton County  
My Commission Expires May 29, 2023

**Letter of Authorization**

(45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street and Parcel 1 of Map T-76E)

Signature Page

**GARAMAN, INC.,**  
a Wyoming corporation,

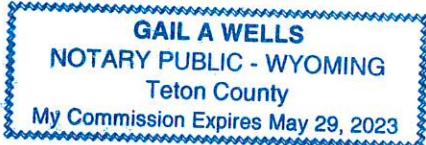
By: James M. Mitchell Byan  
Name: James Mitchell Byan  
Title: President

**RIDGE CREEK INVESTMENT COMPANY, A LIMITED PARTNERSHIP,**  
a Wyoming limited partnership

By: James M. Mitchell Byan  
Name: James Mitchell Byan Title: Manager

STATE OF WYOMING )  
COUNTY OF TETON )  
 )SS.

The foregoing was acknowledged before me by James Mitchell Byan, as president of GARAMAN, INC., this 24<sup>th</sup> day of February, 2021



Gail A. Wells  
Name: Gail A. WEELS  
Notary Public  
My commission expires: May 29, 2023

STATE OF WYOMING )  
COUNTY OF TETON )  
 )SS.

The foregoing was acknowledged before me by James Mitchell Byan, as Manager of RIDGE CREEK INVESTMENT COMPANY, A LIMITED PARTNERSHIP, this 24 day of February, 2021



*Gail A. Wells*  
Name: Gail A. Wells  
Notary Public  
My commission expires: May 29, 2023

**Letter of Authorization**  
(45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street  
and Parcel 1 of Map T-76E)

**Exhibit A**  
Legal Description

**Hotel Parcel**

Lots 10-13 and the S1/2 of Lots 14-16 of Block 1 of the Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded July 18, 1905 as Plat No. 102.

PIDN: 22-41-16-34-2-05-007

22-41-16-34-2-05-008

**Multifamily Parcel**

Parcel 1 according to that certain Map of Survey recorded as Map T-76E in the office of the Teton County Clerk.

PIDN: 22-41-16-34-1-00-032

**Commercial Parcel**

N1/2 of Lots 14-16 of Block 1 of the Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded July 18, 1905 as Plat No. 102.

PIDN: 22-41-16-34-2-05-006

# Crystal Creek Capital Real Estate Advisors, LLC

P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

Paul Anthony  
Planning Director, Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001

## Zoning Compliance Verification Request

March 12, 2021

Dear Paul,

Please accept the Zoning Compliance Verification request for the subject property commonly referred to as Hansen Apartments and legally known as:

- 715 East Hansen Avenue; PT NE1/4 NE1/4, SEC. 34, TWP. 41, RNG. 116, PARCEL 1 (T-76E)

Please provide the following assurances on Town of Jackson letterhead:

1. The zoning classification for subject land;
2. The uses allowed under said zoning classification;
3. That the current use of the land, and all approved structures, comply with all zoning ordinances and amendments thereto with respect to the following:
  - a. area, width or depth of the land as a building site for the structure;
  - b. floor space area of the structure;
  - c. setback of the structure from the property lines of the land;
  - d. height of the structure; and
  - e. number of parking spaces.
4. Per the LDRs **2.2.9 NH-1 D.1. Allowed Subdivision and Development Options**, a Condominium subdivision of the property is allowed and the property meets the requirements of a Subdivision Plat.

If you have any questions, please feel free to contact me at your earliest convenience.

Best,

James D. Walter

President, Crystal Creek Capital Real Estate Advisors